

**PERSONNEL AND TRAINING BUREAU  
TRAINING DIVISION**

**NOTICE**  
12.1.1

March 16, 2012

**TO:** Concerned Commanding Officers

**FROM:** Commanding Officer, Training Division

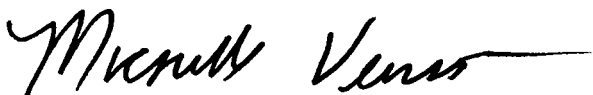
**SUBJECT:** ANNUAL INSPECTION OF DEPARTMENT ARMORIES – 2012 SCHEDULE

In accordance with Department policy, Training Division (TD) is responsible for maintaining Department ordnance. Therefore, TD personnel are tasked with inspecting all Department armories or areas wherein weapons and munitions are stored to ensure adherence to established policies, procedures and rules.

Attached are the 2012 inspection schedule, guidelines and protocols on which the inspection will be based. Commanding officers shall take the necessary action to facilitate a cooperative evaluation of the Area/division's weapons maintenance and storage program.

If there are any questions please contact Lieutenant Michelle Richards, Officer in Charge, Firearms and Tactics Section (FTS), TD, at (818) 832-3710, or Sergeant Steve Embrich, FTS, TD, at (818) 832-3742.

APPROVED:



MICHELLE VEENSTRA, Captain  
Commanding Officer  
Training Division



STEPHEN R. JACOBS, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachments

DISTRIBUTION "B"

ANNUAL INSPECTION OF DEPARTMENT ARMORIES  
2012 SCHEDULE

March 21, 2012	West Los Angeles Area
April 18, 2012	Northeast Area
May 16, 2012	Harbor Area
June 20, 2012	Central Area
July 18, 2012	77 <sup>th</sup> Street Area
September 19, 2012	Southeast Area
October 17, 2012	Central Traffic Division
November 14, 2012	Newton Area

## **INSPECTION OF DEPARTMENT ARMORIES GUIDELINES AND PROTOCOLS**

The objective of Training Division's inspections shall be to determine security standards, serviceability of all weapons and ammunition, and availability of related cleaning equipment. An additional goal is to correct Department inventory, if necessary, and ensure compliance with the Department's storage and maintenance policies.

Training Division personnel shall locate the concerned watch commander or officer in charge, identify themselves, and request access to the armory. Generally, the Area/division armory would involve the "kit room", however, all areas of a facility wherein weapons and munitions are maintained shall be inspected, such as safes, lockers and secured equipment rooms. The inspection of the Department's ordnance will include the following:

- Security. Inspect the area to assess security, including locks, structural soundness and access procedures.
- Shotguns. Inventory, inspect and document condition of assigned shotguns (Ithaca and/or Remington), and evaluate compliance with Department policy and procedures. Manual 3/258.33 - Responsibilities of Commanding Officers
- Shotgun Maintenance/Test Fire Log. Evaluate compliance with Department policy and procedures. Manual 3/258.33 - Responsibilities of Division Commanding Officers
- Less-Lethal Shotguns. Inventory, inspect and document condition of assigned less-lethal shotguns, and evaluate compliance with storage requirements.
- Less-Lethal Shotgun Ammunition. Inventory, inspect and document condition of less-lethal "Super-Sock" ammunition, and evaluate compliance with storage requirements.
- Reserve Ammunition. Inventory, inspect and document condition of all reserve ammunition, including handgun, shotgun and rifle, and evaluate compliance with storage requirements.
- Patrol Rifles. Inventory, inspect and document condition of assigned Patrol Rifles, as well as, evaluate compliance with storage requirements.
- Defective/Unserviceable Ammunition. Inspect ammunition and evaluate compliance with storage requirements.
- Semi-Annual Equipment Report, Form 15.61. Inspect and evaluate compliance with Department policy and procedures. Manual 3/572.40 - Inspection and Inventory of Armament and Administrative Order No. 4, dated June 9, 2004
- Cleaning Equipment. Inspect and evaluate supplies.
- TASERS. Inventory, inspect and document condition of assigned TASERS. Inventory, inspect and document condition of all TASER related equipment including batteries. Incident Management and Training Bureau Notice, TASER Control Device - Care and Management Review, dated August 5, 2008